

**I am looking for a good, solid, fair attendance policy. Can someone share theirs? Also, if your company is unionized, if you can share whether the policy is part of the contract?**

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I have previously worked at unionized facilities and the attendance policy is ALWAYS part of the contract. Typically points based (half point for tardy, 1 point for absence, 2 or 3 points for no-call no-show) and progressive in discipline based on points (Verbal Notice, Written Notice, 2nd Written Notice, Suspension, Termination) .

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Our attendance policy is attached (*editor's note: see attachment 1 in the appendix*). It is very straight forward and very lenient. We do not have a union but are 100% employee owned. We give the policy out at orientation for new hires along with an acknowledgement form they sign for their file.

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For hourly employees ours is fairly simple. We issue ½ point if someone is less than 2 hours late or leaves less than 2 hours early. We issue 1 point if an employee misses an entire day or more than 2 hours. We issue a verbal warning at 2 points, a written warning at 3 points, a three day suspension at 4 points and terminate at 5 points. Supervisors track attendance and issue points and termination is at the discretion of management. HR reviews all points given. Points fall off after a calendar 6 months. If the employee misses work due to illness or a child's illness and provides a doctors' note showing dates ill/missed then we combine all absences for that illness down to 1 point. No points are given for FMLA approved absences or documented jury duty.

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Attached is our attendance policy implemented in May 2015 (*editor's note: see attachment 2 in the appendix*). We are starting to see favorable results.

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Here is our policy. I also included our sample tracking workbook. (*editor's note: see attachment 4 in the appendix*)

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**Here is our policy which has worked for us. We are an open shop.**

**Attendance**

'Company' expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled and leaving at the scheduled time as essential functions of their jobs, i.e., good attendance habits are an integral part of every employee's job description.

Among other things, "good attendance habits" include the following:

- Being at your work station ready for work by the start of the shift;
- Remaining at your workstation unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks);
- Taking only the time normally allowed for breaks;
- Remaining at work during your entire shift, unless excused by a supervisor or manager;
- Not leaving work until the scheduled end of your shift unless excused by a supervisor or manager;
- Leaving promptly at the end of your shift unless you have been given advance permission by your supervisor or manager to work past that point; and
- Calling in and personally notifying your supervisor or another member of management if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so.
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Giving Notice of Absence or Tardiness

Under some circumstances, an employee's absence or tardiness may be excused, but only if that employee gives proper notice of such a problem before the start of their shift. 'company' needs advance notice of attendance problems so that other arrangements can be made to cover an employee's absence if necessary. "Proper notice" means that the employee will call 'company' at a designated telephone number prior to the start of the employee's shift and personally notify their supervisor or another member of management about the problem, unless a verifiable emergency makes it impossible to do so.

If you fail to give proper notice of attendance problems in advance as explained in this policy, you may be subject to disciplinary action, up to and possibly including discharge.

Job Abandonment

An absence of two days in a row without calling in or returning to work will be considered job abandonment, and 'company' will process your work separation as a voluntary resignation on your part.

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Attached is our new attendance policy. We are non-union. *(editor's note: see attachment 5 in the appendix)*

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Attached is our policy. We are union, but they have not given us any problems with this policy *(editor's note: see attachment 7 in the appendix).*

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***Ours is more than fair!***

It is the employee's responsibility to be at his or her workstation at the scheduled starting time until the scheduled departing time and to return from rest breaks and meal breaks within the allotted time. An employee must notify his or her manager whenever he or she is unable to report for work, will be late or must leave early. Notification should be as far in advance as possible but no later than thirty (30) minutes before the scheduled starting time. If the employee's manager is unavailable, notification should be made to the next level of management. If an employee misses four (4) or more hours of his or her shift assignment, it is considered an absence.

The following types of absences are excused: pre-approved vacation days, holidays, personal days, emergency closing, FMLA leave, workers' compensation leave, ADA leave, bereavement leave, military leave, jury duty and other pre-approved leaves of absence, and any absence where the employee provides an original physician's statement. When a physician's statement is supplied, it must be submitted to management upon return to work and it must indicate what days are excused. Physician's statements must be original. Faxes or photocopies will not be accepted. The Company reserves the right to validate physician's statements to ensure authenticity.

All absences not qualifying as excused as defined above are unexcused. Vacation time cannot be used to convert an absence from unexcused to excused, or to allow the employee to be paid for an unexcused absence. Same day call-ins requesting vacation time in lieu of an absence will not be approved. Employees are expected to report for work during inclement weather conditions if the Company does not declare an emergency closing.

If an employee is absent for more than three (3) consecutive workdays as a result of illness, he or she must provide an original physician's statement to management. The statement should verify the specific days absent, the reason for absence and authorize the employee to return to work.

Excessive absence, late arrival or early departure, which is not excused, will result in disciplinary action up to and including termination. All employees will be informed of their work hours and the attendance and punctuality requirements of their position and department. Work hours, attendance and punctuality requirements may vary by position, employment classification or department based on business need.

Three (3) unexcused absences or six (6) unexcused late arrivals or early departures in a rolling twelve-month period will initiate disciplinary action as follows:

<u>Unexcused Absences</u>	<u>Recommended Discipline</u>
3 absences or 6 late in/early out	Verbal warning
1 additional absence or 1 additional late in/early out	Written warning
1 additional absence or 1 additional late in/early out	Final written warning
1 additional absence or 1 additional late in/early out	Termination

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***We don't have an actual policy here, but I did create the policy below at another place of employment:***

### **ATTENDANCE**

To serve the Company's customers and maintain an efficient and productive operation, each employee must adhere to the Company's standards on attendance and punctuality. Absences, late arrivals or early leaves of just one employee can affect schedules and place an extra burden on employees who are at work. It is therefore important to you, your fellow employees, Customers and the Company that you come to work every day on time and ready to work. You are expected to be at your work station or assigned area to begin work at your designated time. You are also expected to observe the limits for rest and lunch periods. As with absenteeism, chronic tardiness or excessive early leaves will be considered sufficient cause for disciplinary action up to and including termination.

COMPANY'S NAME recognizes that you may require time away from work for personal reasons from time to time. In such cases, it is important that you arrange this time away from work with your Supervisor/Manager no less than 48/hrs in advance, when possible. This will allow time for the work schedule to be altered or back-up help to be obtained.

If you are unable to report to work or expect to be late, you must notify your Supervisor/Manager no later than at the start of your scheduled work day. Failure to call in will result in disciplinary action. You must call in yourself unless it's an emergency situation. You must call in each day you are absent unless your Supervisor/Manager is aware of your situation and has instructed you otherwise. Chronic absenteeism for any reason will be considered sufficient cause for termination. If you are absent for (3) three consecutive days and fail to notify the Company by the start of your shift, you will automatically be considered to have terminated your employment with COMPANY'S NAME. The company will not accept an employee who returns to work after 3 days of No Call No Show.

### **EXCUSED ABSENCES**

- Paid days off, prior approved leave of absence (*including personal, medical & workers compensation*)
- Military or family leave
- Mandatory court (child support or custody hearings) or government appointments
- Doctor's appointments communicated at least (48) forty eight hours in advance (*must provide doctor's note*)
- Hospitalization
- Plant or office shut downs or lay-offs
- Any other day pre-approved by Management are excused absences

Any employee providing false documentation will be subject to immediate termination of employment. Any absence not justified by reasons listed above or approved by Management will be considered Unexcused and subject to the disciplinary process indicated in this policy.

You will be required to furnish a doctor's note for medical related absences (immediate family covered). Doctor's notes must be presented at or before your return to work, or it will not be accepted for point reduction. Absences justified with a doctor's note will incur a (1/2) half attendance point. If a note is not provided the absence will result in (1) one full point.

If you are absent for (3) three or more consecutive days due to a medical reason, a doctor's release is mandatory prior to returning to work. Absences of more than (1) one consecutive day, will be capped at (1) one point regardless of the length of a continuous absence as long as the proper medical excuse is provided (with the exception of FMLA).

Attendance will be tracked on a rolling calendar year starting from the day your first point was issued. After you complete a consecutive (12) twelve month period, the point(s) incurred on that specific date will be cleared. Any disciplinary documentation placed in your file will be active for (1) one year from the date of issuance. The documentation will be reviewed and taken into consideration during each performance evaluation. For this reason, it is extremely important that you monitor your attendance throughout the year.

**Example:** *If on Nov. 2, 2006 you incur 1 point and work 12 months, the point will be cleared on that same day in the following year. On Nov. 2, 2007 the point will be automatically removed from your attendance record.*

**DISCIPLINARY PROCESS**

Each Absence	= 1 Point
4 Points	= First Warning
Late Arrival	= ½ Point within 1 hr of start time; more than 1 hr = 1 point
6 Points	= Second Warning
Early Leaves	= ½ Point within 1 hr from end of shift; more than 1 hr = 1 point
7 Points	= Final Warning
No Call No Show	= First Warning
8 Points	= Termination

***Other single incidents of No Call No Show will follow the next step in the disciplinary process.***

None of us like to think of disciplinary measures as part of our work day, for this reason we ask you to do your best to avoid any cause that may lead to disciplinary action. Management is available to advise you if you feel your performance, conduct or attendance can lead you to any form of discipline.

***Your signature below acknowledges that you have read and understand the Progressive Discipline Policy and Procedure.***

This policy may be subject to modification as deemed appropriate.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Personnel file

## Attendance & Tardiness Guidelines

*Our goal is to maintain excellent customer service throughout the day. Our Attendance and PTO policies support this goal by assuring proper staffing is maintained, daily, by department. The following guidelines detail how absences and tardiness are recorded/counted by your supervisor, and the progressive disciplinary steps that may be taken for excessive absences and tardiness.*

Preauthorized absences (when your supervisor has approved the absence at least the day before) from work are not considered occurrences for the purpose of these guidelines.

### Other Absences

- An authorized absence occurs when a coworker has missed more than two hours of work within a normal workday.
- If you are absent for two or more consecutive days for the same reasonable explanation, the absence will count as one occurrence.
- A tardy arrival, early departure or other shift interruption is considered one-half occurrence. A coworker is considered tardy if he or she reports to work more than five minutes after the scheduled starting time; an early departure is one in which the coworker leaves before the scheduled end of his or her shift. You must notify your supervisor if you are going to be tardy by more than 5 minutes. (If a coworker is arriving 1-4 minutes late on a repetitive basis they should be counseled and if an immediate improvement is not seen it will be reflected in their performance evaluation rating)
- The supervisor needs to notify the HR department if a coworker has been absent for 3 or more days due to their illness or an illness of an immediate family member.
- If a coworker has not called in or arrived 30 minutes past the start of their shift, HR needs to be notified so a welfare check can be done. This is considered a no call no show and would warrant an immediate written warning.

### Discipline Steps

Absences and tardiness or early departure will each be counted as occurrences, but are assigned different levels of severity. Each absence is considered one occurrence; each tardiness/early departure is one-half occurrence. Occurrences are counted for the most recent rolling 26-week (6 mth) period.

Occurrence	Progressive Discipline Measure
3	Coaching & counseling conversation had between supervisor and coworker
4	Documented oral reminder
Next absence or tardy	Written Reminder
Next absence or tardy	Decision-making leave
Next absence or tardy	Discharge

\*These guidelines do not include company approved leaves of absence including disability, bereavement, jury duty, military leave or other FMLA qualified absences.

We reserve the right to use discretion in applying these guidelines under special or unique circumstances. Although occurrences will roll off a coworker's record after six months, habitual offenders (those who have established a pattern of absences, such as consistently having 4 or more occurrences in an six month period) may trigger discipline up to discharge even though six month old infractions have fallen off, if he or she has additional occurrences.

**APPENDIX:**

Nine policies.

Attachment 1

**RULES & REGULATIONS**

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<b>POLICY:</b>	<b>NUMBER:</b>	<b>PAGE:</b>	<b>EFFECTIVE:</b>	<b>SUPERSEDES:</b>
Attendance Program	3B.30	1 of 3	May 1, 2014	NA

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**PURPOSE:**

To provide a consistent process relative to absenteeism for all hourly associates. The company’s expectation is that associates report for work, on time, each day. It is understood that circumstances may periodically occur that require time away from work. The purpose of the Attendance Program is not to judge the reasons for absences. The Attendance Program provides for progressive accountability and discipline when an associate falls outside of the program guidelines.

**PROCEDURE:**

The Attendance Program is based on a point system, with points charged as follows:

Unexcused Absence Less Than 4 Hours	½ Point
Unexcused Absence 4 or More Hours	1 Point
No Call/No Show	4 Points

Progressive Discipline

On a twelve (12) month rolling basis, points and discipline will be assessed as follows:

4 Points	Coaching
6 Points	Verbal Warning
8 Points	Written Warning
10 Points	1-Day Suspension
12 Points	Termination

Any points incurred fall off after 12 months. Any step of progressive discipline will be issued only once in the 12 month rolling period. For example, you were issued a Written Warning for accumulating 8 points. You then have a point fall off, but subsequently are absent again bringing your total points to 8. Another Written Warning would not be issued as you have a Written Warning on record during the 12 month rolling period.

Reporting and Notification

If you will be tardy or absent, you must notify your supervisor (or designated person in charge) no later than 30 minutes before the start of your shift, giving the reason for the absence (sick or personal), and when you expect to return to work. **Calling late or messages left on voice mail, with Security, or any other person to be passed to a supervisor will result in an unexcused absence.** Failure to follow this Reporting and Notification procedure will result in disciplinary action.

## **RULES & REGULATIONS**

<b>POLICY:</b>	<b>NUMBER:</b>	<b>PAGE:</b>	<b>EFFECTIVE:</b>	<b>SUPERSEDES:</b>
Attendance Program	3B.30	2 of 3	May 1, 2014	NA

## **DEFINITIONS AND GUIDELINES**

You are expected to be at work on time. This means that you are at your work station ready to work at the start of your scheduled shift.

### **Unexcused Absences**

**Tardy** Clocking/FOBing in after your scheduled starting time.

**Leave Early** Leaving before the end of your shift.

**Absence** Any day in which work is scheduled, but not performed, i.e. regular hours, overtime (voluntary or mandatory), mandatory training, and mandatory meetings.

Medical absences that are two or more consecutive days are counted as one point. However, **medical absences of 4 or more continuous days require that you had seen a physician or the On-Site Nurse Practitioner during your absences.** Prior to returning to work you must provide the Company with a medical provider's note **indicating the dates you were unable to work and a return to work date in order for the continuous medical absences to be counted as one point.**

A return to work slip is required whenever you have been hospitalized, after surgery, or after any non-work related injury regardless of the number of days absent.

**No Call/No Show** You do not report to work and do not notify your supervisor within two hours from the start of your shift that you will be absent.

Three consecutive No Call/No Shows will be considered a voluntary resignation of employment.

Receiving sick pay or requesting vacation pay for an unexcused absence does not make the absence excused.

## **RULES & REGULATIONS**

<b>POLICY:</b>	<b>NUMBER:</b>	<b>PAGE:</b>	<b>EFFECTIVE:</b>	<b>SUPERSEDES:</b>
Attendance Program	3B.30	3 of 3	May 1, 2014	NA

This Attendance Program does not apply to:

- Vacation approved 24 hours in advance (48 hours in advance when next to a holiday)
- Weather related (only if excused by the Vice President Operations)
- Funeral leave (paid and approved unpaid extensions)
- Jury Duty
- FMLA leave
- Lack of work (approved by management)
- Holidays (Company paid), unless scheduled to work
- Military Service in accordance with Company policy
- Volunteer Activities in accordance with Company policy
- Disciplinary Suspension
- Work-related medical condition
- Approved Personal Leave of Absence in accordance with Company policy

### **Medical/Dental Appointments**

Medical or dental appointments should be scheduled outside of your scheduled shift. However, we understand that sometimes this is not possible.

Points under the Attendance Program will not be charged for medical or dental appointments under the following circumstances:

1. You notify your supervisor of the medical/dental appointment at least 24 hours before the scheduled appointment;
2. Your absence for the **doctor/dental appointment is less than four hours**; and
3. The Company is able to meet operational requirements.

The Company reserves the right to require associates to provide a doctor's or dentist's note indicating the date and time of the appointment.

## Attachment 2

	POLICY MANUAL
Written By: Leadership Team	Effective: 5/10/2015
Approved By: Executive Team	Supersedes:
	Document #: PM10.1.1
TITLE: ATTENDANCE POLICY	Page: 1 of 3

### **GUIDELINES:**

Punctual and regular attendance is an essential responsibility of each employee. It is imperative that every employee be present when scheduled to *fulfill customer expectations*.

Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform his or her work. If an employee does not have a good attendance record, *their contributions to the smooth functioning of the Company are diminished*.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

The purpose of this policy is to establish *uniform guidelines that will ensure a consistent and fair approach to promote the efficient operation of the company* and minimize unscheduled absences.

### **PROCEDURES:**

No disciplinary actions will be taken without the direct involvement of the Human Resources Department as counsel to management. All warnings will be delivered by the direct supervisor, manager, or Human Resources as circumstances require.

Occurrences will roll off an employee's record after twenty-six (26) weeks. Habitual offenders (those who have established a pattern of absences, such as consistently having 4 or more occurrences in any given 26 week period or routinely calling off on Mondays and/or Fridays) may trigger step discipline even though 26-week-old infractions have fallen off if he or she continues to incur occurrences. *For performance evaluation rating, the entire anniversary year (52 weeks) will be included*.

Arrival and departure times will be determined by the clock time on the Company time and attendance recording system.

Weather related occurrences will be addressed separately by management.

Management reserves the right to amend or discontinue this policy at any time without notice.

### **DEFINITIONS**

1. **Occurrence:** An occurrence is a term used to tabulate deviations from a perfect attendance record.

2. **Absence:** An absence from work is defined as the failure of any employee to *report to work when scheduled. This applies to any assignment, be it a regular shift, overtime work, PTO coverage, etc.*

-One day of absence will be considered one (1) occurrence.

-A second day of absence is considered a second (2) occurrence, and so on.

-If, however, a physician releases the employee from work in writing, the entire time of absence is only counted as one (1) occurrence.

-In the case of multiple absences *within the same twelve (12) week period for the original reason, with an excuse stating absence was related,* the entire time of absence is only counted as one (1) occurrence.

Employees who have three (3) consecutive days of absences because of illness or injury must give the Company proof of physician's care. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying (1) the nature of the illness or injury; (2) if and when the employee will be able to return to work, if applicable; and (3) whether the employee is capable of performing their regularly scheduled duties. The employee will not be allowed to work until such documentation is provided unless management determines the restriction to be of minimal risk.

3. **Tardy:** Tardiness occurs when an employee is not present and ready to begin working *at his/her workstation at their scheduled time.* Tardiness also occurs when an employee leaves work prior to the end of their scheduled shift.

-Tardiness of 1 minute but less than two (2) hours will be considered one-half (1/2) occurrence.

-Tardiness of two (2) or more hours will be considered one (1) occurrence.

4. **No Call/No Show:** Employees must report their absence each day; failure to do so is considered a no call/no show. Also, failure to report one's absence at least ½ hour prior to the start of the scheduled shift will be regarded as a no call/no show which is considered one and one-half (1½) occurrences.

Any employee who fails to call in or report to work for three (3) consecutive workdays is voluntarily terminating their employment.

5. **Missed Punch:** A missed punch occurs when the employee fails to use the time and attendance tracking system to punch in/out at the assigned scheduled times and/or due to known system technical issues.

*In the event of a missed punch due to a technical issue,*

*- Employee should immediately send an email to the timecard approving supervisor/manager. The email is time stamped and allows the approving supervisor/manager to accurately adjust the timecard; or complete a Time Adjustment Report (TAR) for verification.*

Outside of the technical exceptions,

- Employee will be allowed 1 missed punch within a **twelve (12) week** period.
- A second missed punch within the same **rolling twelve (12) week** period would be considered tardy and would fall within the tardy definition of 1 minute but less than two (2) hours.

### EXCEPTIONS

Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA), Workers Compensation (WC), or Americans with Disabilities (ADA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA, WC, or ADA may be required in these instances.

PTO, paid holidays, jury duty, **paid** funeral leave, job related injuries, lack of work, military leave, and lay-off will not count as occurrences. **Pre-approved** time off request and **pre-approved** leaves of absence will not count as occurrences.

**REPORTING REQUIREMENTS:** Employees must notify their supervisor at least 30 minutes prior to the start of their scheduled shift if they are going to be absent or late.

To report an absence, the employee should do one of the following:	
1. Call or text the shift supervisor that is currently working to <b>company provided phones only</b> , see below. Example, you are assigned to 2 <sup>nd</sup> shift, you would call the 1 <sup>st</sup> shift supervisor so coverage can be arranged prior to start of shift. If supervisor is unavailable leave message providing a reason for absence and a return phone number. You will receive a phone call or text back to confirm receipt.	
1 <sup>st</sup> shift Press Room Manager	(phone number)
2 <sup>nd</sup> shift Supervisor	(phone number)
3 <sup>rd</sup> shift Supervisor	(phone number)
2. Between 8am and 5pm, call company phone at (phone number) and speak to shift supervisor.	
3. After 5pm, call company phone at (phone number) and select night manager from the phone directory and speak to answering party. <b>DO NOT LEAVE A MESSAGE.</b>	

**ATTENDANCE OCCURRENCE TRACKING:** Based on the number of occurrences in a 26 week rolling period, an employee will be subject to progressive disciplinary action under the following guidelines:

4 occurrences	Verbal warning documented to file
6 occurrences	Written warning documented to file
8 occurrences	Final written warning and 2 days of unpaid suspension
10 occurrences	Termination of employment

## Attachment 3

### **Attendance and Absenteeism Policy:**

All employees are expected to report to work as scheduled and to work their scheduled hours and required overtime. Poor attendance disrupts production, daily and long-range planning, and creates a burden for fellow employees. Each employee's daily attendance is necessary for the effective operation and success of the Company as a whole.

Each employee has the responsibility of maintaining a good attendance record and to be at work and on time every day for his/her scheduled working hours. "Good attendance" does not mean "perfect attendance" and our policy takes into account that some absences are unavoidable. It is excessive absenteeism and tardiness that are unacceptable. While some allowances will be made for occurrences beyond the control of the employee, chronic or excessive absenteeism (as defined below) and tardiness will result in disciplinary action, up to and including termination of employment.

**Purpose of Policy:** To explain proper procedures for reporting absences and to ensure consistent and appropriate treatment of absences, late arrivals and early departures. Each instance of absence, tardiness, or early departure will count as an occurrence, as defined in these policies, unless one of the following exceptions applies:

- Weather conditions causing plant closure or late opening, severe weather, school delays or closures.
- Personal leaves of absence approved in advance
- TOP time approved in advance
- Approved jury duty
- Approved military leave
- Approved work-related injury or illness
- Approved bereavement leave
- Absences covered and to the extent allowed under the Family and Medical Leave Acts

FMLA – (see page xx for "serious health conditions" of eligible employees and specified family members). If you believe that your absence may qualify as an FMLA absence, informing the Company at the time of the absence that you are requesting FMLA leave will help in the processing of your request for leave. Forms to request FMLA leave are available from Human Resources.

In case of extremely **severe weather** or a **disaster** call (phone number) and press 3 or just follow the prompts to access an emergency notification line. It will have instructions about whether to report to work and if feasible, how long before operations will be back to normal. For those who have computer access at home, The Company's web site is [www.nameofcompany.com](http://www.nameofcompany.com) and will also contain the same information.

Supervisors are responsible for monitoring employee attendance. When an employee accumulates three (3) occurrences within a rolling twenty-six (26) week period, the supervisor and employee should explore whether a FMLA request needs to be processed, a referral to our EAP made, a leave of absence requested or some other options explored. **It is the employee's responsibility to provide sufficient information to determine if one of these options needs to be explored further.** Supervisors will generally provide counseling

at each step of this progressive procedure, but it is the employee's responsibility to be familiar with and adhere to these policies. Employees may, as determined appropriate by the Company, be referred to the Company's Employee Assistance Program (see page xx).

The guidelines regarding unacceptable attendance/tardiness levels within a rolling twenty-six (26) week period for non-trial period employees are as follows:

Upon reaching:

- **3- 3 1/2 occurrences** – Formal verbal warning placed in personnel file.
- **4- 4 1/2 occurrences** – Written warning placed in personnel file. Receiving two (2) written warnings in a one (1) year period will suspend any wage/salary increase for six (6) months from the date the increase would have been given.
- **5- 5 1/2 occurrences** – Written warning and a 24 work hour suspension without pay. A suspension results in any wage/salary increase being suspended for six (6) months from the date the increase would have been given.
- **6 occurrences** – Termination of employment

*An employee who receives any combination of three (3) attendance-related written and/or final warnings in a rolling year (52 weeks) will be terminated. Please note any written or final warnings given for half occurrences count towards the three written warnings in a rolling year.*

**Temporary employees are held to a higher standard of attendance due to the short term nature of their employment. Temporary employees and well as employees in their trial period will receive a written warning at three incidences and can be terminated at four incidences. This warning will count as a written warning received in a rolling year.**

An "occurrence" is defined as any absence from scheduled work, not excused under one of the exceptions listed above. Each absence will count as one (1) occurrence. Absences lasting more than one (1) consecutive day will be treated as one (1) occurrence **providing an employee keeps in daily contact with his/her supervisor. Failure to maintain daily contact will result in each day being counted as a separate occurrence.**

All absences are required to be reported in advance. An employee who does not call in and does not show up for a scheduled shift ("No call, No show") will receive two (2) occurrences for that absence. Employees who are absent for three (3) consecutive work days without notifying the Company will be treated as having quit barring extreme circumstances.

Each instance of tardiness will count as 1/2 occurrence. Each day of tardiness is considered as a separate 1/2 occurrence. Tardiness is defined as actually clocking in after the shift has started or after an approved break. Actual time, not the adjusted time used for payroll purposes, on the time clock will be used to determine tardiness. The same is true of early punch outs. Employees who walk off the job will be considered insubordinate and will receive a written warning on the first instance. Employees leaving early due to his/her own bona fide illness which does not qualify for one of the above exceptions will receive a 1/2 occurrence. If an employee is still ill the following day, he/she will receive an additional 1/2 occurrence. Repeated patterns of coming in and leaving early due to illness will be looked at closely and may result in more severe disciplinary action.

Being late for overtime will be considered a tardy, unless previously excused. Failure to report to work for overtime will be considered an occurrence, unless previously excused.

Occurrences for absences, tardiness and “no call, no shows” accumulate together in the same system. Each employee’s attendance history will be taken into account during performance reviews and will be considered at wage increase time.

Except in cases of a bona fide emergency, employees must get supervisory approval if they wish to take time off and not have it count as an occurrence. This applies whether the employee’s absence is covered by TOP or taken without pay. An employee calling to request the shift off on that day will incur one (1) occurrence (if his/her supervisor needs that employee at work on that shift.) However, during slow periods, as determined by department supervisor and shift work load, same day requests may be excused.

TOP time will automatically be charged when an employee calls in, on the day of the absence. Using TOP time on a call in does not excuse the absence. If an employee has no TOP time left, it will be classified as Without Pay. If the absence is an FMLA qualifying absence, the employee may elect to take the time as unpaid.

Employees must contact their supervisor as soon as possible before their shift starts if they are going to be late or absent. Employees are responsible to speak directly with their supervisor or whomever is in charge of the department office in their supervisor’s absence (their “designee”). Some supervisors may allow their employees to leave detailed messages on their phone mail. Check with your supervisor to see if this is an option in your area. If the above call in procedures are not followed, and the employee has been previously warned about these procedures, it may result in additional occurrences being issued along with other disciplinary actions.

Any employee wishing to appeal the receipt of an occurrence must contact Human Resources in a timely manner. Up-to-date lists of occurrences are kept in each department.

## Quality and Attendance Policy and Bonus Program

Effective November 1, 2015

Dependability and good attendance of (company name) employees are crucial elements to producing a quality product on time. We expect you to be at work on time, ready to work, and to follow proper procedures for producing quality products every day, so that we can ship to our customers as promised. Our management team is dedicated to creating an environment that is more efficient, more productive, more creative, and more customer focused. We know that we need every one of you to help us focus on serving customers and meeting their expectations, each and every day. Reassigning employees or revising schedules to accommodate absences or tardiness places a burden on other employees and jeopardizes our ability to achieve our goals. Coming to work on time every day is good for our customers, good for our paychecks, and good for our Company.

The purpose of this Quality and Attendance Policy is to provide a consistent, orderly, fair and equitable process by which to administer the Company's philosophy on quality and attendance policies.

Although we are expected to be at our jobs every day, it is understood that circumstances may periodically occur that require time away from work (sometimes things come up which are unavoidable). We are using a points system which insures consistency and fairness by not placing undue burden on the supervisor and the HR department to decide what is excusable or not excusable. This system treats everyone equally and lets you know that the rules are going to be the same for everyone every day.

### **Attendance:**

If you will be late or absent, for any reason, you are required to contact your supervisor at least 30 minutes before the start of your scheduled shift. If your supervisor is not available, you may leave a message on the call in line.

If you will be late or absent, for any reason, during a scheduled shift for overtime, you are required to contact your supervisor at least 30 minutes before the start of your scheduled overtime shift. If your supervisor is not available, you may leave a message on the call in line.

Failure to call in may result in termination. If you are absent three consecutive work days without notifying your supervisor, we will consider that your "resignation" and you will be removed from payroll.

(company name) has a Quality and Attendance Policies Bonus Program to reward those employees who have a high standard of quality and reliability. The program is based on the following:

During your annual review, your point accumulation for the last year will be reviewed. Any person who accrues a total of 7 points or less (a cumulative total of quality and attendance policies combined) will be eligible for a \$200 bonus at the time of the review. In order to be eligible for this bonus, an employee must have worked the full 12 months prior to the annual review (vacation and layoff weeks count as weeks worked).

Points and discipline will be assessed as follows:

**Attendance:**

- Each unscheduled tardy, if you work at least ½ of your shift, will result in **1** point.
- Each unscheduled early leave, if you work at least ½ of your shift, will result in **1** point.
- Each unscheduled absence will result in **1.5** points (these points will be assigned even if you report to work but you inform your supervisor you are unable to perform your job duties and must leave or work less than ½ of your shift). An unscheduled absence is time off that is not scheduled prior to the conclusion of your previous shift, otherwise known as a call in. This applies to all scheduled work days.
- Scheduled overtime is subject to the same point system.
- Scheduled time off (including arriving late, leaving early, PTO, and unpaid time off) must be arranged and approved by the supervisor before the conclusion of your previous shift.
- Please note that it is your responsibility to complete a PTO slip when you return. Complete the PTO slip, have it signed by your supervisor and place it in the designated tray in the production office on the day that you return. The PTO slip must be completed regardless of whether you are using PTO time or taking the time without pay.

**Quality:**

- Failure to detect an error: proper procedure was followed but you failed to detect the error causing a non-conformance will result in **2** points. Each failure to detect an error will be documented and placed in the employee's personnel file.
- Failure to follow procedures: non-conformances that result from a direct failure to follow systems and procedures will result in **4** points (repeated failure to follow procedure will result in additional points being incurred, as well as further disciplinary action up to and including termination). Each failure to follow procedure will be documented and placed in the employee's personnel file.
- Corrective Actions are determined by the Plant Manager/President and are subject to management discretion.
- If you catch a quality error and report it to your supervisor, you may earn a 1 point credit. Credits are subject to management discretion.

**Warnings:**

When an employee reaches the number of points listed below, management will take the following action:

- **9** points – first warning
- **13** points – second warning – 1 day suspension without pay and placed on 1 month probation
- **16** points – third warning – 3 day suspension without pay and placed on 3 months of probation or termination – completely at management's discretion

**If an employee is placed on probation, any points incurred during the probation period can result in termination.**

**These points are a guide and (company name) reserves the right to use more stringent disciplinary action than outlined above at its discretion based on specific incidents.**

After reviewing this policy, I am sure you will agree that the purpose is not to create a hardship for anyone, but rather to promote fairness for all and to insure a quality product and on time delivery to our customers.

**(company name)**

**Employee Acknowledgement Form**

I acknowledge that I have received a copy of (company name) Attendance and Quality Policies. I agree to comply with the policy, which may be revised, modified, rescinded or supplemented upon notice at any time.

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Name (please print)

Effective November 1, 2015



## Attachment 5

GENERAL POLICIES – new policy effective August 1, 2015

**Absence:** Any absence, for any cause must be reported to the employee's department supervisor by talking directly to them before shift start time in non-emergency circumstances.

Attendance requirements vary throughout the plant due to varying types of work and shift-to-shift hand-off requirements. Failure to meet attendance expectations may result in disciplinary action up to and including termination.

If an employee at any time does not show up for work or contact their supervisor to explain their absence for three of their consecutively scheduled work shifts, the employee will be considered to have voluntarily terminated employment.

Absences that are approved ahead of time are excused. Employees that are asked to be off due to lack of work are excused. If a policy or law covers an absence, then it is excused (for example, FMLA, jury duty, funeral leave, weather-related closings, ADA, etc.).

If the supervisor has determined legitimate mitigating circumstances existed in the employee's specific case, the absence(s) may be excused.

If an employee has 5 unexcused absences within a rolling 12 month period, that employee will be put on Step 1 of the company's disciplinary plan and s/he will receive a written performance objective. If an employee has ten unexcused absences in one year, the employee will be terminated.

## Attachment 6

### **ATTENDANCE POLICY**

The Company is focused on providing high quality products and services to our customers. In order to accomplish this mission, it is imperative that every employee be present when scheduled to work.

The Company awards its employees with sufficient paid time off throughout the year. Vacation must be scheduled with one's supervisor in advance (two week minimum requested). Hours in the Paid Time Off bank are available to be used in the case of an emergency or sudden illness without prior scheduling.

This policy details how absences and tardiness are counted for the purpose of maintaining excellent customer service throughout the business day.

### **A NOTE ABOUT FAMILY AND MEDICAL LEAVE ACT ABSENCES**

Absences due to serious health conditions that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA will be required in these instances.

### **ABSENCES AND TARDINESS**

Prescheduled times away from work using Paid Time Off hours are not considered occurrences for the purpose of this policy.

Once PTO is exhausted, all time off taken will be treated as occurrences under the guidelines of the Attendance Policy.

An absence of consecutive days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy. Absences due to illness of 3 days or more require a release by the employee's physician. Arrival and departure times will be determined by the time recorded on our time and attendance system. An employee is considered late if he/she reports to work after the scheduled starting time; an early departure is one in which the employee leaves before the scheduled end of his/her shift. A tardy arrival, early departure or other shift interruption is considered a one-half occurrence.

If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.

### **STEP DISCIPLINE**

Absences and tardiness or early departure will be counted together, but are assigned different levels of severity. Absences are considered one occurrence; tardiness/early departures are each one-half an occurrence.

Occurrences are counted in a rolling six-month period and expire six months from the date of the incident. Although the incidents drop off, the overall attendance record is reviewed throughout the disciplinary process.

### **STEP ONE – COACHING**

Six occurrences (absences and tardies combined) in any six-month period will be the basis for a coaching discussion between the employee and direct supervisor. The purpose of the coaching session is to make the employee aware that he-she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented to the employee's personnel file.

### **STEP TWO – VERBAL WARNING**

Any additional unscheduled absence or tardiness in the same six-month period is cause for a verbal warning with documentation to the employee's file. The verbal warning, delivered by the employee's

direct supervisor, serves to notify the employee that he/she is in violation of this company policy and that additional occurrences will result in further disciplinary action.

**STEP THREE – WRITTEN WARNING**

The next unscheduled absence or tardiness to the above in the same six-month period will trigger a written warning, putting the employee on formal notice of violation as mentioned above.

**STEP FOUR – FINAL WRITTEN WARNING**

An additional unscheduled absence or tardiness to the above in the same six-month period is cause for a final written warning with a one-day suspension (without pay). This is considered the final step in the disciplinary process regarding attendance and punctuality.

**STEP FIVE – TERMINATION**

An additional unscheduled absence or tardy to the above steps in the same six-month period is cause for termination of employment.

**NO CALL/NO SHOW**

Not reporting to work and not calling to report the absence is a No Call/No Show and is a serious matter. The first instance of a No Call/No Show will result in a final written warning. The second separate offense will result in termination of employment with no additional disciplinary steps. Any No Call/No Show lasting three days is considered job abandonment and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a No Call/No Show incident occurs the disciplinary process may be accelerated to the final step.

**PROCEDURES**

No disciplinary actions will be taken without the direct involvement of Human Resources as counsel to management. All warnings will be delivered by the department manager, a Company owner, and/or Human Resources as circumstances require.

Although occurrences will roll off an employee's record after six months, habitual offenders (those who have established a pattern of absences, such as consistently having six or more occurrences in any given six-month period) may trigger step discipline even though six-month old infractions have fallen off, if he or she continues to incur occurrences.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances as well as amend or discontinue this policy at any time without notice.

**STEP DISCIPLINE – UNSCHEDULED ABSENCES OR TARDIES IN A ROLLING SIX-MONTH PERIOD**

<b>6TH TOTAL OCCURRENCE</b>	<b>COACHING SESSION DOCUMENTED TO FILE</b>
<b>NEXT ABSENCE OR TARDY</b>	<b>VERBAL WARNING DOCUMENTED TO FILE</b>
<b>NEXT ABSENCE OR TARDY</b>	<b>WRITTEN WARNING TO FILE</b>
<b>NEXT ABSENCE OR TARDY</b>	<b>FINAL WRITTEN WARNING WITH ONE-DAY SUSPENSION</b>
<b>NEXT ABSENCE OR TARDY</b>	<b>TERMINATION OF EMPLOYMENT</b>

## Attachment 7

### **NO FAULT ATTENDANCE POLICY**

In accordance with the new Federal HIPAA (Health Insurance Portability and Accountability Act) regulations, we are implementing a new attendance policy to deal with time off, leaving early and tardiness. This policy will be put into effect April 1<sup>st</sup>, 2003. Terms of the policy are as follows. The Company will consider all the facts and circumstances of each case and reserve the right to make exceptions to the procedures when management determines that there are extenuating circumstances.

#### **Reporting System**

If you are going to be absent or tardy, you must call xxx-xxx-xxxx at least one hour prior to the start of your shift and speak to your supervisor or Human Resources. After you notify one of them they will transfer you to the attendance voicemail where you will be asked to give the following information: Name, reason for your absence, date you will be returning to work and a phone number of where you can be reached. If you are disconnected before your supervisor transfers you, you must call xxx-xx-xxxx and go directly to the voicemail. Employees are expected to call in for themselves, only under extreme circumstances can other people call in for you.

All absences including, tardiness and early leave will be recorded. Calling in to report that you will be tardy or absent will not necessarily be an excused absence.

#### **Attendance Points**

Employees are given points for absences and tardiness, this will also be considered with voluntary and mandatory overtime situations. The point system is as follows.

Absent from work (with call within one hour of shift)	1 point
Absent from work (no call-1 <sup>st</sup> )	2 points
Absent from work (no call-2 <sup>nd</sup> )	voluntary termination
Tardy or leave early (one half hour or more)	½ point
3 tardy or leave early in 90-day period (one-half hour or less)	½ point

Points will not be assessed for absences that occur due to funeral leave, jury leave, military leave, scheduled vacations and holidays with respect to union contracts. Points may also be waived due to extreme weather conditions or major traffic problems. In addition, Family or Medical Leave as defined under Federal and State Laws will not count towards any point totals for an employee. If the company is slow and employees are given permission to leave early or have the day off they will not be access points (considered company convenience).

If an employee is absent more than 3 consecutive days with a written doctor's excuse they will only accumulate 1 point.

## Disciplinary Actions

Accumulation of points will lead to the following:

- 4 points- Verbal warning
- 6 points- Written warning
- 8 points- 1-day layoff
- 10 points- Termination

Having perfect attendance for a consecutive 3-month period will reduce one point. Each point will be eliminated 1 year after it is received.

According to the new HIPAA laws your supervisor is not allowed to ask why you will not be in nor should they be told. If calling in for a sickness tell your supervisor **ONLY** that you will not be coming in. If you are calling in because you are going to be late only tell them when you will get into work. HIPAA laws have made it so each company has a privacy manager; they will be the person that you will have to explain your absences to. If they are not available when you are calling you will be asked to leave a message in the attendance voicemail and they will call you back as soon as possible. Currently the privacy manager will be (name of person); if they are not available, (name of person) will be back up. If you have any question please feel free to ask. Thank you.

# Customer Communications Guidelines 2015

## Revised 1/12/15

### Policy and Guidelines For:

- Attendance
- Dress code
- Use of Electronic Devices
- Emergency Notification System

### Standard PTO BANK - (Does not include any carryover or purchased PTO days)

* Less than 1 year	14 days
* 1-4 years	20 days
* 5-9 years	25 days
* 10-14 years	27 days
* 15-19 years	30 days
* 20-24 years	32 days
* 25 plus years	35 days

### 2015 Company Designated Holidays

	<u>Holiday</u>	<u>Date</u>	<u>Day of Week</u>
1.	New Year's Day	Jan 1	Thursday
2.	Day after New Year's Day	Jan 2	Friday
3.	Memorial Day	May 25	Monday
4.	Independence Day	Jul 3	Friday
5.	Labor Day	Sep 7	Monday
6.	Thanksgiving Day	Nov 26	Thursday
7.	Day after Thanksgiving	Nov 27	Friday
8.	Christmas Day	Dec 25	Friday

### ATTENDANCE POLICY

Local attendance guidelines are intended to provide an understanding of the expected attendance of all employees. The expectation is that employees should be at work on time, each workday according to their work schedule and that time away should be scheduled with their manager in advance.

**Short Term Disability (STD) Process:** An employee must call the (name of company and phone number) if they will be away from work more than five (5) consecutive work days (or a scheduled work week for part-time and alternate schedule employees) as a result of personal illness *or* if they are missing work intermittently due to the same (or chronic) illness. If an employee is incapacitated and unable to call, the manager should call on behalf of the employee.

***Family Medical Leave Act (FMLA):*** Any absence protected under the FMLA will not be counted as an occurrence. Employees with less than 1 year of service, and/or employees who have worked less than 1250 hours in the previous 12 months are not eligible for FMLA protection. For a potential FMLA absence, an employee should initiate the process via (website) or by telephone at (phone number). (For detailed information on FMLA, go to (website), and input the keyword FMLA).

### **Scheduling of PTO Days**

- The 2015 calendar will be routed through each unit based on seniority and work responsibility. Manager discretion will be used to determine the process used for routing and scheduling.
- Employees may schedule a maximum duration of two weeks PTO at a time, any requests exceeding two weeks including company holidays will need to submit a written formal explanation requesting the additional days to the department manager. These days will need to be approved by manager and division manager.
- Employees should remember that they can carry over a maximum of five (5) PTO days into the following calendar year.
- If an employee does not take the time they had originally scheduled, they must reschedule those days with their manager immediately.
- Each team calendar will need to be *approved* by the Division Leader, before they are considered to be final.
- All employees should be aware that unscheduled absences during critical holiday timeframes have a direct impact on our ability to service the customer and increase costs to the corporation. Unscheduled absences during these critical processing timeframes may result in a lower overall performance rating.

### **Definitions:**

**Scheduled Absence (PTOS):** Employee must speak directly with his/her immediate manager or division manager to notify them and obtain approval for the absence at least 24 hours prior to the date of absence.

**Non-Scheduled Absence (PTON):** Occurs when an Employee does not notify his/her immediate manager or division manager 24 hours prior to the date of absence.

### **Partial PTO Time:**

- PTO time can be taken in a minimum of 15 minute increments.
- Up to eight (8) hours of non-scheduled, non-protected time may be coded, PTO-E (emergency).
- No more than 4 hours PTO-E can be coded in one day.
- Partial PTON totaling 8.0 hours or an employee's scheduled work day equals an occurrence

**Personal Unpaid Time/Days:** Unpaid time will be approved/unapproved on a case by case basis, and may be subject to an occurrence. All PTO must be exhausted before using Personal Unpaid time.

**Tardies:** A tardy is defined as being between 1 – 59 minutes late to work. An employee is considered tardy when he or she is not at their assigned work area (as defined by

management) and ready to begin work at their scheduled time. All tardies will be tracked on a 365 day rolling calendar basis for performance management purposes. In addition, any tardy that is 15 minutes or greater will be unpaid. Anything longer than 59 minutes will be coded as PTON or PU.

Four (4) tardies equal one occurrence

**Occurrence:** An occurrence is defined as:

1. Time away from work that was not previously approved by management and/or is not a protected absence (FMLA or ADA).
  - a. Consecutive unapproved time off work will count as one occurrence. If the employee works one complete day between unapproved absences, this will count as a separate occurrence.
2. Partial PTON and/or PU absences totaling 8.0 hours or an employee’s scheduled work day.
3. Four (4) instances of tardy
4. No Call/No Show Occurrence
5. Personal Unpaid time (Unless FMLA or manager approved in advance )

<b>Total # of Occurrences in a rolling 365 day period.</b>	<b>Required Manager Action</b>
<b>3</b>	<b>Verbal Warning</b>
<b>4</b>	<b>Coaching worksheet</b>
<b>5</b>	<b>Unacceptable Notification</b>
<b>6</b>	<b>Recommendation for Termination</b>

**No Call- No Show Procedures:** When an employee does not come to work and does not call or make prior arrangements, it creates a hardship for fellow employees and for our customers. If an employee is unable to be at work, they should notify their manager prior to the start of their shift. Any employee who fails to call or make prior arrangements will be held accountable according to the progressive discipline process and will not be paid for that absence. Consecutive days of “no call/no show” will be considered as one occurrence, but could also be considered as job abandonment.

- 1<sup>st</sup> No Call-No Show Occurrence will result in a Coaching Worksheet
- 2<sup>nd</sup> No Call-No Show Occurrence will result in an Behavioral UN
- 3<sup>rd</sup> No Call-No Show Occurrence could result in a request for termination.

*\* The day of the no call-no show will be coded “NoCall-NoShow Unpaid”.*

**Employee Unacceptable Notification for Attendance**

**Length of Review:** An employee who is placed on Unacceptable Notification (UN) will remain on review until their number of occurrences is reduced to less than five (5). While on review, an employee is ineligible for a merit increase, promotion and/or salary adjustment. An employee on review is also ineligible to apply for Career Opportunities and tuition reimbursement.

Should an employee be administered an Unacceptable Notification (UN) and subsequently is removed from UN due to meeting the stated attendance requirements, the employee must maintain an “acceptable” level of occurrences for 12 months. If an unacceptable level is reached a second time within a rolling 365 day period of time, termination may be recommended.

### **Dress Code Policy and Guidelines**

The following guidelines are being published as a reminder of appropriate work attire for all shifts, including weekend coverage. Business casual dress gives employees more comfortable clothing options while still maintaining a professional work environment that is safe, non-offensive and professional in appearance. Good judgment must be used when determining appropriate dress attire. If you have questions, please see your manager before wearing a particular item.

#### **Unacceptable Attire:**

- Any ripped or tattered clothing, halters and midriff/crop tops, tank tops, Spaghetti strap dresses/tops, mini-skirts, Short shirts that “ride-up”, saggy baggy pants, leggings, sweat pants, visible undergarments, (all clothing should be in good taste, i.e. non-alcohol related, no sexual innuendo, or negative connotation, or potentially offensive)

#### **Customer Enterprise Services-Front Office/Administration Area:**

- Open-toed footwear is acceptable. Note: Front office employees providing extended support in a production environment will need to wear safety shoes or cover.

### **Personal Protective Wear**

Employees residing in all production areas of the building are required to wear safety shoes and ear protection at all times. Work gloves and back supports are also available, but not required

Employees not in compliance with the guidelines will be coached and instructed to correct the non-compliance. Continued non-compliance will result in disciplinary action up to and including termination.

### **Electronic Device Policy and Guidelines**

The Company is committed to providing a safe and healthy work environment. The use of personal electronic devices such as Cell Phones, IPODS, Bluetooth Headsets, CD Players, Laptops/Notebooks, MP3 Players, etc. can severely impact an employee’s ability to communicate with those around them, hear the machinery, safety alarms, weather alerts and facility announcements in his/her work area, causing a potentially hazardous and unsafe work environment.

- ***Use of Electronic Devices:***  
The use of any personal electronic device such as those listed above is not permitted while operating any type of machinery.

The use of small radios (without headsets) is permitted provided the volume is low enough to allow for effective communication amongst co-workers and to hear the sounds of equipment/machines, safety alarms, weather alerts and facility announcements.

- ***Personal Phone Calls/Cell Phones/Bluetooth Headsets***  
The local practice regarding personal phone usage during work hours, (to include cell phones, Bluetooth headsets and company phones) is that personal calls should be held to a minimum during work hours. If one does have to make and/or receive personal calls, they should be limited to 1 or 2 per day, not to exceed a few minutes (3 to 5 minutes) in duration.
- The use of a cell phone or Bluetooth headset is not permitted while operating any type of machinery or powered vehicle. **This includes Texting.**
- While operating any type of machinery, should it be necessary to use a cell phone or Bluetooth headset, one should be at least 10-12 feet away from the machine.
- If the machine is turned off, the use of a cell phone or Bluetooth headset is acceptable as long as personal phone call rules are followed. However, as soon as the machine is turned on, all safety rules go into effect.

### **Emergency Notification System Employee Requirements**

Periodically the Company will contact you via a calling campaign at the number that is indicated in the personal information section of your personal Management Desktop.

The expectation is that you respond or return the call within 12 hours of the initial contact.

If an employee fails to participate in the calling campaign on two consecutive occasions, it may result in disciplinary action.

\*Any individual who does not follow these local practice rules will be subject to disciplinary action through the Company's Performance Management process.

## Attachment 9

### **Absenteeism and Tardiness Policy**

In order to maintain a stable workforce so that we may reasonably expect our employees to report for work each day, it is necessary to establish realistic guidelines of conduct with regard to disciplinary action to be administered in the event an employee is absent an unreasonable amount of time.

If an employee has three or more unplanned/unexcused absences, tardies and/or leave work early in a thirty (30) calendar day period, disciplinary action will be warranted in the following manner, each disciplinary action to be sterner than the preceding action. Additionally, progressive warnings for absenteeism, tardiness, leaving early and no call/no show will be combined.

**Example:** Three unexcused absences will result in a Verbal Warning. Two additional unexcused absences and one tardy (total of 3) within a subsequent thirty (30) calendar day period will result in a Written Warnings.

**Any no call/ no show will result in a disciplinary notice; a second consecutive workday of no call/no show will result in termination.**

1 <sup>st</sup> Warning (3 occurrences)	Documented Verbal Warning
2 <sup>nd</sup> Warning (3 additional occurrences or 6 total)	Written Warning
3 <sup>rd</sup> Warning (3 additional occurrences or 9 total)	Final Warning or Suspension
4 <sup>th</sup> Warning (3 additional occurrence of 12 total)	Termination (following Human Resources Review)

Each absence will be judged on its own merit to determine if it is an unexcused absence or not. Examples (not an all-inclusive list) of unexcused absences are:

1. Employee fails to notify supervisor of reason for absence before or at beginning of shift.
2. Reported reason for absence is “personal” with no clarification.
3. Excessive reports of car trouble.
4. Excessive absence due to minor illness (and not eligible for leave under Family and Medical Leave Act)
5. Failures to complete all necessary forms for FMLA leave within a timely manner. It is the employee’s responsibility to ensure their physician has completed the medical provider’s certification

**An employee’s accrued PTO has no bearing on whether the absence is excused or not.**

**Absences under FMLA are considered excused. It is the responsibility of the employee to request the appropriate leave forms and provide documentation as requested.**

Any employee who has maintained a period of ninety (90) consecutive calendar days without any unexcused absence/tardy/leave early/no call/no show (which is different than 30 days without a disciplinary notice) will go back one disciplinary action.

If you are sick or injured and your physician has advised you to miss work for more than three (3) consecutive days or miss work intermittently for seven (7) days, you are required to telephone your manager/supervisor and advise him/her of the estimated period of disability. Your manager/supervisor, after consultation with the Human Resources representative may require you to apply for a Leave of Absence with documentation from your physician. Failure to comply with this requirement will cause your absences to be marked as “unexcused” and may lead to disciplinary action up to and including termination.

For the purposes of this policy, **tardiness** will be defined as late report for work at the start of shift, returning late from break or lunch, or a combination thereof, or leaving work before the end of your scheduled shift.

Employees who repeatedly fail to bring their badge or time card to work may be subject to discipline and considered tardy for work.

As a matter of common sense, and to restate the way we have always done business, the organization recognizes that infractions can, over time, become so numerous as to be unacceptable and will warrant further disciplinary action up to and including termination, without regard to the precise terms of the policy.